502 Help Wanted Dental-Medical

MEDICAL RECEPTIONIST
Part time. Podiatry office. Telephone skills a plus, will train. Send resume to: Personnel Director, 21936 W 9 Mile, Southfield, MI 48075

MEDICAL RECEPTIONIST
Full time positions available for outgoing, family oriented person to schedule patients, type letters. Light include meetings. Must be detail oriented and energetic. Call Dawn at 810-886-2345

MEDICAL RECEPTIONIST
Experienced office, family medicine practice, Part time, Redford area. Call Lynn 810-261-4400

MEDICAL RECEPTIONIST
Busy medical office in Livonia. Full time, mature & responsible. Experience preferred, but will train. Great salary. Call 810-476-1187

Medical Receptionists
Seeking one full & part time person for physician offices in West Bloomfield, Livonia, Southfield & Royal Oak. Great benefits & perks. Call Donna Dessert 810-851-1170 Berger Associates 26870 Middlebelt Farmington Hills, MI 48334

MEDICAL TRANSCRIPTIONIST
Needed immediately for 3 month temporary assignment.
Medical Transcription Professionals
Call 810-357-7080

MEDICAL TRANSCRIPTIONIST
Full or part time position for busy department. Excellent typing skills a must. Call Barb Bowen, 810-644-3900 Mon-Fri., 10am-2pm, 810-553-0010 Ext. 347.

NURSE AIDES
Growing home care agency in southfield seeks experienced personnel for quality assurance department. Contact Quality Control Choice at Days & Nights, Call Between 10am - 4pm Monday thru Friday.

NURSING UNLIMITED
540-2360
NURSE AIDES needed for private duty work in area hospitals. All shifts - weekdays/weekends.
810-357-7080
Health Care Professionals

NURSE
Per diem pre-choice physician's office. Call 810-443-0238

OCCUPATIONAL THERAPISTS
PHYSICAL THERAPISTS
SPEECH THERAPISTS
& MSW'S
Experienced part-time for home care visits. Excellent pay & benefits. Call (810) 729-8443
FAMILY NURSE CARE

OPHTHALMIC TECH
Exp. in ophthalmology, glaucoma & lasers, and as a clinical office manager in a busy, busy practice. Dental insurance. 313-646-0100

PATIENT SERVICES CLERK
Medical Transcriptionist with medical/dental person needed for a busy OB/GYN practice located in Livonia (2 Mile/Middlebelt area). Part-time, four days per week. Please call Ann at 810-646-8900

PEDIATRIC NURSES
We need your assistance for medically private duty cases in Livonia & Clarkston. Track care & sectioning skills required. Will train for LPN ventilator.
NIGHTS & ASSISTED CARE
(810)738-0670 (810)288-2833

Physical Therapist
United Home Health Services, Inc. a Medicare certified home health care agency serving Western Wayne County is seeking a part time registered physical therapist to join our team. Excellent working conditions, competitive salary and flexible work schedule are available. Candidates please contact Penny at:
(313) 459-1020
LIMITED HOME HEALTH SERVICES

502 Help Wanted Dental-Medical

NURSE
For seasoned pediatric office in Southfield 3 to 6 days per week. Benefits. Mr Lawton: 810-358-0430

NURSE
HUMAN RESOURCE SPECIALIST
Use your people skills to help us keep a results oriented resource of business workers.
HEALTH CARE PROFESSIONALS
P.O. Box 5001
Southfield, MI 48086-5161

PHLEBOTOMIST
Part-time, Farmington Hills office lab. Call Shelly, 810-476-4784, Ext. 124, Monday thru Thursday, 10am-3pm.

PHLEBOTOMIST - Part time days, nights, and weekends. $3.35 to $4.00 per hour. Experienced preferred, but will train. Call 313-591-8784

PHYSICAL THERAPY ASSISTANT
Full time for outpatient orthopedic therapy department. Great benefits. Call 810-888-7411

PHYSICAL THERAPY AIDE
Experienced for busy practice. Full time. Call Mon-Fri, 9-4.
810-781-9667

RECEPTIONIST
Mature person for part-time position in busy out-patient clinic. Good telephone skills, and computer knowledge required. 810-644-7077

RECEPTIONIST
Experienced in Optometrology. Also knowledge of insurance. Call Ann Marie, Dearborn/Southland. 313-846-0100

RECEPTIONIST
Full time. Experienced, with up-beat personality, for busy physical therapy office in Northwest Southfield. Duties include: Scheduling appointments for several therapists, new patient intake, & assisting billing manager. Hours: Mon, Wed & Thurs. 8:30-5:00, Tues & Fri. 7:30-4:00. Contact Karen at 810-355-1066

RECEPTIONIST
Experienced. Full-time position for fast paced office. Including typing. 810-559-3100

RECEPTIONIST - mature, responsible person needed in friendly patient oriented Shelby Twp. dental office. Flexible hrs. Some pres. Full time, with benefits. 810-726-1717

REGISTERED X-RAY TECHNICIAN
Experienced. Part-time. Approximately 20 hrs per week. Orthopedic surgeons. Southfield office.
810-557-1472.

RESIDENT AIDE - Ideal for a single, mature individual to home for the aged. Trinity Park, Wayne. $50 to $60 a week. Livonia. 313-464-2772

RN MANAGEMENT
For home care agency in Brighton, with multiple locations. Career opportunity for someone with excellent communication & coordination abilities. Excellent pay & benefits.
810-229-5443
FAMILY HOME CARE

RN - or experienced Medical Assistant needed for physician's office located in Livonia. Part-time. Call 313-464-8200

RN or LPN
For busy Allergist in Livonia & Farmington Hills locations. Approximately 30 hours/week. 810-851-8667

SURGICAL ICU RN'S
Centegenl RN 12 hour day/night and weekend shift positions available. Minimum RN Bachelor's and one year RN Surgical ICU experience required.
Qualified candidates may call Carolyn Thomson, Nurse Recruiter, at 1-800-636-1874, TDD 810-661-8110, for further information. Resumes may be sent to:
Nursing Employment
William Beaumont Hospital
2601 W. 13 Mile Rd.
Royal Oak, MI, 48073-6799
An Equal Opportunity Employer

TRANSCRIPTIONIST
Part Time for busy family West Bloomfield Orthopedic clinic. To WPM minimum, dependable, 18 hrs. a week. Flexible. Call Karen 644-3939

502 Help Wanted Dental-Medical

RN/LPN/CNA's
★ Full & part time all shifts. Weekends. Apply in person. Windwood Nursing Care Center, 34615 W. Five Mile, Livonia

RN HOSPICE
HOME CARE DIRECTOR
Center Accountability for home care hospice organization. Previous hospice experience preferred. Email resume and salary requirements to: 810-828-0300
FAMILY NURSE CARE

RN & LPN
CENTRE FOR DERMATOLOGY & PLASTIC SURGERY
Please join our professional staff in a fast paced environment involved in general dermatology, plastic & office surgery. Our practice is composed of a pharmaceutical research, Full & part time. Send resume to: Centre for Dermatology, 31800 Gardens, Ste 100, Clinton Twp. 48036 or fax 810-286-2722

RN
MANAGEMENT TEAM
$1,000
SIGN-ON BONUS
An exceptional opportunity has been created in an expanding long-term care facility for an RN. This RN would join an energetic management team. This position is full or part-time with exceptional benefits and competitive salary. Apply: Beaumont Nursing Center, 5000 West Grand River, Howell, MI.
Contact Heather Beaumont Corporation owned and operated facility or FAX Resume to (517) 546-7961.
ATTN: AD-RN-MGT.
An Equal Opportunity Employer

RN'S/LPN'S WE NEED YOUR
LPN'S earn up to $20/hour.
RN'S earn up to $40/hour.
Home Care Staff Relief.
FAMILY HOME CARE
(810) 626-5477 (810) 763-3128
(313) 464-5443

UTILIZATION MANAGEMENT COORDINATOR
Performs pre-admission, admission & concurrent review, including appropriateness of setting and assigning levels of care for inpatient hospital admissions. Registered nurse with current Michigan license required. At least three (3) years clinical background required. Knowledge of UM systems and HMO philosophy preferred. Excellent salary and benefits. Respond in confidence to:
HUMAN RESOURCES/UMC
P O. BOX 5043
SOUTHFIELD, MI 48086-5043
An Equal Opportunity Employer

X-RAY TECH ASSISTANT
FULL MEDICAL & DENTAL BENEFITS
For All Full Time Employees.
Job Microphor's Great portable x-ray service team now! Must have good driving record & be drug-free. Must be able to start work immediately after orientation period plus Incentives.
Apply for Perks or Pay at:
810-358-4411
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ACCOUNTANT - for Livonia CPA firm, 3 yrs. experience preferred. Good, accurate typist a a priority, aggressive. Call Bobbi Ann for interview. (313)427-4900

ACCOUNTING
Two positions available with growing builder in Farmington Hills. Must have good accounting skills and people skills. One with experience in payroll, accounts payable and real estate, the other to handle jobs involved in accounting and financial analysis. Send to: Box 254
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

504 Help Wanted Office-Clerical

ACCOUNTING CLERK - assume duties from retiring employee. Located in Auburn of Farmington Hills. Good benefits & 40 hr week. Experience preferred. Please send resume to 24750 Haggerty Rd, Farmington Hills, MI 48335.

ACCOUNTING
Growth opportunity for a Staff Analyst position responsible for preparation of monthly financial reports, review of vendor requests, preparing expense reports and will assist in month-end close.
Excellent pay & benefits package. Bachelor's degree in accounting preferred.
Send resume to:
The Gerth Group
5225 Auto Club Drive
Dearborn, MI 48126
Attn: Staff Analyst
An Equal Opportunity Employer

ACCOUNTING MANAGER
Seeking individual to work in a dynamic financial services/health care organization. Position requires a minimum of 10+ employment, assisting in preparation of SEM, AS400 financial reporting, and reports. Qualifications include excellent ver ba knowledge of medical billing, communication skills, ability to work independently within a health care facility. Excellent salary and benefits. Send resume and salary requirements to: Administrator, 26365 Orchard Lk Rd., Ste. 300, Farmington Hills, MI 48334

ACCOUNTING

PERMANENT POSITIONS:
• Accounting Assistant, property management firm, Bingham Farms/Southfield area, requires degree, excellent communication skills. Salary: 6 - 8 high teens.

TEMP TO PERM:
• Bookkeeper, Part-time, Ann Arbor public accounting firm; corporate & individual tax experience. Pay commensurate to $15/hour.
• Accounting Clerk, automotive firm, Troy; Strong payables, college degree preferred, 2 years accounting experience. Pay commensurate to $12/hr.

TEMP POSITIONS:
• Full Charge Bookkeepers, manufacturing firms in Warren and Rochester. Good month-end and computer skills. Long term.
• Billing Clerk, Farmington; Familiarity with medical billing, professional. Letter required. Long-term.
• Cost Entry Accounting Clerk, Farmington.

(810) 354-2410
ACCOUNTANTS ONE
24133 Northwestern Hwy, Ste 202
Southfield, MI 48075
agency fee paid

ACCOUNTS PAYABLE CLERK
Need sharp individual with some letter detailing salary history & compensation requirements to:
Plus Marketing Corporation, 32680 Capital, Livonia, MI 48150

Accounts Payable Clerk
Farmington Hills direct marketing company, needs experienced A/P clerk. Matching and verification of vendor invoices, preparing checks. Preferred data entry experience in an office/clerical environment. Starting rate $7.00/hour.
Call today to schedule a interview!
(810)489-0555

ACCOUNTS RECEIVABLE
Department has openings for 2 mature clerks for part time positions in shipping area. Computer literate and have 2 years accounting experience. Letter writing skills and clear phone voice. Independently motivated with computer experience, able to work 3 or 4 days/week, Monday thru Friday, only. Call Mrs. Adams at 810-588-7800 (9-5am only).

ACCOUNTS RECEIVABLE CLERK
Computerized accounting, we train right candidate. Salary based on exp. Fax resume to: 313-387-9178.
21387 W. 8 Mile, Detroit, MI 48219.

504 Help Wanted Office-Clerical

ACCOUNTANT/Bookkeeper seeking full time CPA firm. Must required salary requirements to: 17230 W. 12 Mile, Ste. 200, Southfield, MI 48075

ACCOUNTING CLERK
Full-time with good computer skills required. Light typing required. Pleasant office environment. Competitive salary & benefits including health & 401k. Apply in person: Mon-Fri, 7-9, Thursday 7-4, 440 Seventh Avenue, Ste. 101, Ann Arbor. Auto Parts distributor.

ACCOUNTS PAYABLE CLERK
Better but interesting retail mushroom accounting office seeks qualified individual to type invoices, prepare invoices and computer entry of all accounts payable using other clerks as guides. Candidate should possess good math aptitude and computer skills. Please call
810-932-6900

ACCOUNTS RECEIVABLE/ PAYROLL PROCESSING
Citizen Staffing Services, one of the nation's leading providers of personnel services is looking for a dedicated individual to perform payroll processing/accounts receivable functions for our Farmington Hills Center.
Computerized payroll background
• Data entry
• Accurate
• Strong customer service skills
• Excellent team player
• 35-40 hours per week, flexible
Send resume and cover letter to:
Citizen Staffing Services
Regional Payroll Center
14800 Farmington Rd. Ste. 108
Livonia, MI 48154

ACCOUNTS RECEIVABLE CLERK
Permanent position in Farmington Hills location. For appointment call 810-476-5230.

ADMINISTRATIVE ASSISTANT
Fast-paced and efficient accounting firm seeks qualified individual for Data entry, accounts receivable, Data entry, and general office duties. Proficiency in Microsoft Word. Contact: Ms Schneider 810-540-3037

ADMINISTRATIVE ASSISTANT
New long term assignment for fortune 500 firm. Use your excellent skills $8.00 - $13.00/hour. Windows software required.
Call Lynette 810-473-2931
UNIFORCE SERVICES

Administrative Secretary
Major supplier to the 3 has an opening reporting to VP of Sales. Position requires Word for Windows & Excel. Excellent verbal & written skills needed to interface with corporate clients.
Diversified Recruiters
810-344-2700 FAX 344-8764

ADMINISTRATIVE ASSISTANT
Pickering Environmental Consultants, Inc., a national environmental consulting firm, is seeking an organized, detail oriented person, who has the ability to take direction, work independently, and be a team player. Candidate must have 4 years experience, will provide administrative support to all areas for Branch Manager, assisting with technical staff, preparation for accounts payable, invoice files & MUNITRA Corporate programs. Candidate should have Microsoft Word, Excel, Powerpoint, filing, typing, project work & operating phones. Proficient knowledge of DOS, Windows, WordPerfect, Lotus/1-2-3 & Excel required. Competitive salary and benefits. Submit resume with salary requirements to: Pickering, Attn: Amy Gantt, 14300 Sheldon Rd., Ste. 500, Plymouth, MI 48170. Pickering is an equal opportunity, affirmative action employer.

ADMINISTRATIVE ASSISTANT
Musselwhite and Excel, 5+ years exp. Word, Excel, Lotus, Temp to Perm. Call Yvette: 810-737-1711
TEMPORARY RESOURCES

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
for professional financial planning firm. Bond requires to: $15/hr. 560 Bonnell, Ste. 133, Troy, MI 48084.

ADMINISTRATIVE ASSISTANT
Southfield real estate office. Organized detail oriented. Accounting or computer skills a + 810-563-1000

ADMINISTRATIVE ASSISTANT
18-30 hrs., Mon-Fri. 3 years experience in Construction Industry and WordPerfect
313-425-4411

ADMINISTRATIVE ASSISTANT
Tiny advertising agency is seeking an experienced professional with excellent typing and word processing skills. Must possess strong organization, interpersonal and interpersonal skills. Candidate must be detail oriented and computer literate. Will consider part time. Call Ms. Kaye. Place send salary requirement along resume to: P. Box 5001
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

Administrative Assistant
International company seeks assistant for Southfield office. Knowledge of Windows environment helpful. Up to $12 per hr. with competitive benefit package. Send resume to: H R Limited, 30 Burlington, 1900 W. Big Beaver, Suite 230, Troy, MI 48084

ADMINISTRATIVE SECRETARY
For a progressive Farmington firm. Only 5 days a week. Candidate must be computer literate, detail oriented, and motivated & possess good organizational skills. Send resume with salary requirements to: 28200 W 13 Mile Rd., Farmington Hills, MI 48331, Attn: Pamela

ADMINISTRATIVE ASSISTANT
Corporate office for health care service in Southfield has need for an individual to work 30-35 hours per week. Must have general office experience & be computer literate & Microsoft. Medical terminology helpful. Please send resume to:
810-355-5952

ADMINISTRATIVE SECRETARY
Advertising firm needs outgoing professional secretary in marketing department. Exciting opportunity.
Call TempExchange
(810) 828-0600

ADMINISTRATIVE ASSISTANT
Downtown Detroit, reporting to district manager. Associates in Business or Equivalent experience, background in forecasting, financial analysis & budgeting exercises. Minimum 5 yrs. Lotus experience, WordPerfect & Lotus.
FAX resume immediately to:
(810) 549-7046

A FAST-paced office. Full time. Must know Word for Windows & Excel. Excellent verbal & written skills needed to interface with corporate clients.
Diversified Recruiters
810-344-2700 FAX 344-8764

ADMINISTRATIVE ASSISTANTS
Most personnel requested is seeking an energetic professional, individual to assist in a fast-paced office environment. Must have excellent written and verbal communication skills, proficient in Microsoft Word, Windows, and WordPerfect. Must have 5 years or more of clerical experience. Salary based on experience.
Call Mary at 27 appointment:
(810) 474-7755

ALWAYS NEEDED!
Clerical Professionals
Do you possess:
• EXCEL
• MS WORD
• LOTUS 1-2-3
• WORD PERFECT 6.1/5.0
• RECEPTIONIST SKILLS
If you scored yes to any of these, call us TODAY! We are looking to fill positions in LIVONIA, FARMINGTON & SOUTHFIELD. Salaries commensurate with experience.
CALL TODAY-START TOMORROW
810-474-5000
EXPRESS PERSONNEL SERVICES

504 Help Wanted Office-Clerical

ADMINISTRATIVE SECRETARY
To assist professionals in a fast paced, challenging, aggressive agency. Needs to have the following skills: Excellent typing, high level proficiency in Word for Windows, WordPerfect 6.0 and some experience with Macintosh. The right candidate should be a self-starter, creative, well organized, and have excellent communication skills. Position is full-time with competitive benefits package. Send resume to:
Office Manager (Confidential)
P.O. Box 5001
Southfield, MI 48037-5040

ADMINISTRATIVE ASSISTANT
Full time, small office. WordPerfect, Windows, data base, Excel, Word, good accounting, customer service. Opportunity to grow. 313-981-1660

ADMINISTRATIVE ASSISTANT
Needed for Bloomfield Hills contracting firm. Must have phone and word processing experience.
810-253-6700

ADMINISTRATIVE ASSISTANT
Starting Sales & Trust, PER, has a current openings available for an Administrative Assistant to work directly with the firm's Chairman and other senior officers. This position also includes assisting in the administration and various other human resource functions. Success full candidate will possess strong secretarial/administrative organization skills, and strong oral and communication skills, and the ability to work independently with minimal supervision. Previous banking and human resource experience desired.

Starting offers a competitive salary plus profit sharing, opportunity for advancement, & full benefit package, and a smoke-free work environment.

For consideration, please send resume with salary requirements in confidence to:

STERLING BANK AND TRUST
One Towne Square
17th Floor
Southfield, MI 48075
Attn: Human Resources
An Equal Opportunity Employer

AMOUNT ENTRY OPERATORS
Comerica Inc. has immediate openings on the afternoon and midnight shifts for amount entry operators. Candidates should possess good math aptitude and computer skills. Starting at 20-25 keystrokes per word and will include weekends. Candidates will receive paid training.

Candidates must demonstrate data entry skills of 8,500/hr. keystrokes at the time of interview.

We offer a competitive salary plus shift premiums, health insurance at group rates and full paid life insurance, and tuition reimbursement. Please call Patricia at 1-800-723-4298.

Comerica Incorporated supports a drug-free environment. Drug testing is a required step in the employment process. Equal Opportunity Employer. M/F/D/V.
COMERICA

ASSISTANT PROPERTY MANAGER
Needed for fast-paced commercial real estate dept. Our ideal candidate should have knowledge of accounts payable/receivable, handling of tenant concerns, Microsoft Word and Excel. Good computer and communication skills a must. Please send resume to: Property Manager, 27333 Middlebelt, Suite 130, Farmington Hills, MI 48334.

AUTOMOTIVE PARTS person, experienced to receive orders over the counter, computer invoicing, filing and customer service. Apply: Tuesday or Karen, 8 to 5 pm, Mon thru Fri.
313-722-0600

BIRMINGHAM real estate office needs a receptionist/office manager with good people skills, organized, flexible position. Call Lane 646-8600

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT - Ad Sales. Must have good typing skills, send outgoing person, grammar & PR skills. Send resume with salary requirements to: Personnel, 31315 Northwestern Hwy. #300, Farmington Hills, MI 48334

ASSISTANT OFFICE MANAGER
Part time, flexible hours and days. Light office housekeeping and phone. 18-30 hrs., Mon-Fri. Should have experience in phone sales. Interest in Advertising and as a Computer Assistant Administrator. 810-540-4411

AUTO DEALER in suburbs needs Accounting Clerk. To qualify you must be a bean counter, or at accounting, general office duties and phone. Good benefits. Excellent pay and benefits. Call Jay at Dwyer Volvo-Subaru. 810-932-2400

BILLING CLERK/ADMINISTRATIVE ASSISTANT
A growth oriented company that has an immediate opening for a Billing Clerk. Well personable individual with excellent communication skills, good people, phone, keyboard, filing, and monthly billings. Outstanding Lotus 123 skills are required. Light typing and word processing will also be needed. Please fax resume, cover letter and salary requirements to: Fax 313-459-3000

CASHIER
For auto dealership. Phone or apply in person at: Bill Brown Chevrolet, 21828 Grand River, Farmington Hills, 810-474-5177

CLERKS CLERK - National financial product company seeks detail oriented person. Must have high school diploma. We provide excellent salary, benefits, training, and growth opportunities. Please send resume and salary requirements to: P.O. Box 9101, Farmington Hills, MI 48333, Attn: Marcia

PERSONABLE CLERK
With good phone voice. Proficient & fast typing. Light bookkeeping. Great Berkley car shop.
810-548-9605

TELEPHONY OFFICE job opening, part time, 20 hrs. Looking for a person in small psychological clinic with computer medical billing experience. Must have good math, typing and office skills. Preference required. Please send resume to: Northwest Counseling & Psychotherapy, 26200 Greenfield, Provide, Ste. Southfield, MI 48034. 810-357-3347

Clerical Assistant
Leading automotive supplier has an immediate entry level opening for a Clerical assistant. The position involves basic clerical duties such as filing, mail distribution, and answering phones. Must have good organizational skills. Need experienced PC skills with proficiency in software such as Wordperfect, Lotus, Quattro Pro, or Flow Chart. Will use in drafting charts. Previous exposure to automotive industry a plus. Please send resume with salary requirements or submit completed application to:
Human Resources Department
AMERICAN YAZAKI CORPORATION
6700 Haggerty Road
Canton, MI 48187
No Phone Calls Please
An Equal Opportunity Employer

CLERICAL/BUSINESS MANAGER
Hand picked for pediatrics office with unique setting. Flexible hours. Wordpro & WordProcessing experience preferred. Send resume to:
Sheryl Dondero, PO Box 424, Howell MI 48875. 810-546-1958

CLERICAL - PART-TIME
Tues & Thurs. Computer experience required. Typing required. Troy area. (810) 828-3602

CLERICAL
Immediate position available. Must be dependable & professional in manner. 4-8pm, full-time. Benefits. Resume to: HR/Clerical, PO Box 250670, Franklin, MI 48025.
Fax: 810-353-7258

CLERICAL/RECEPTIONIST
Non-smoking, Farmington Hills company, needs person for reception & general office duties.
810-851-0770

504 Help Wanted Office-Clerical

BOOKKEEPER/ACCOUNTANT
Bookkeeper/Accountant with minimum 2 years experience. Degree not necessary, however, some college desired. Salary DOE.
Quest, Dale & Weed,
30600 Telegraph Rd., Ste. 2166,
Bingham Farms, MI 48025.

BOOKKEEPER - experience in accounting, payroll, and general office duties. Ideal candidate will be transportation free. Ready to See #223
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER - FULL CHARGE
Part-time, 2-4 days a week. Knowledge of payables/receivables/bank reconciliation & general ledger.
Call Anne, 810-349-8866

BOOKKEEPER/PART TIME
Expanding pediatric co. in Livonia needs office help to accounting department. Approx. 25 hours/week. Basic bookkeeping experience necessary. Call Connie. 810-477-0969

BOOKKEEPING & Invoicing, part time, 10am-3pm. Experienced, $7 per hour. Southfield area. Call Lesser. 810-356-3000

CASHIER
For auto dealership. Phone or apply in person at: Bill Brown Chevrolet, 21828 Grand River, Farmington Hills, 810-474-5177

CLERKS CLERK - National financial product company seeks detail oriented person. Must have high school diploma. We provide excellent salary, benefits, training, and growth opportunities. Please send resume and salary requirements to: P.O. Box 9101, Farmington Hills, MI 48333, Attn: Marcia

PERSONABLE CLERK
With good phone voice. Proficient & fast typing. Light bookkeeping. Great Berkley car shop.
810-548-9605

TELEPHONY OFFICE job opening, part time, 20 hrs. Looking for a person in small psychological clinic with computer medical billing experience. Must have good math, typing and office skills. Preference required. Please send resume to: Northwest Counseling & Psychotherapy, 26200 Greenfield, Provide, Ste. Southfield, MI 48034. 810-357-3347

Clerical Assistant
Leading automotive supplier has an immediate entry level opening for a Clerical assistant. The position involves basic clerical duties such as filing, mail distribution, and answering phones. Must have good organizational skills. Need experienced PC skills with proficiency in software such as Wordperfect, Lotus, Quattro Pro, or Flow Chart. Will use in drafting charts. Previous exposure to automotive industry a plus. Please send resume with salary requirements or submit completed application to:
Human Resources Department
AMERICAN YAZAKI CORPORATION
6700 Haggerty Road
Canton, MI 48187
No Phone Calls Please
An Equal Opportunity Employer

CLERICAL/BUSINESS MANAGER
Hand picked for pediatrics office with unique setting. Flexible hours. Wordpro & WordProcessing experience preferred. Send resume to:
Sheryl Dondero, PO Box 424, Howell MI 48875. 810-546-1958

CLERICAL - PART-TIME
Tues & Thurs. Computer experience required. Typing required. Troy area. (810) 828-3602

CLERICAL
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Fax: 810-353-7258

CLERICAL/RECEPTIONIST
Non-smoking, Farmington Hills company, needs person for reception & general office duties.
810-851-0770

FALL INTO A GREAT DEAL...
Awesome Autumn Bargains - Right Here

1995 RIVIERA
American Classic

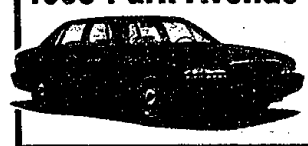
	$1000 Down	$2000 Down	$3000 Down
Lease for 24 Months	$515**	$472**	$428**
Lease for 30 Months	$475**	$440**	$405**

Smart Lease Plus
30 Month Lease Advance payment
$15,700**

1995 Century
A Payment to fit your Budget!

	$1000 Down	$2000 Down	$3000 Down
Lease for 24 Months	$341**	$295**	$249**
Lease for 30 Months	$319**	$283**	$245**

1995 Park Avenue
Pick your Payment!



	$1000 Down	$2000 Down	$3000 Down
Lease for 24 Months	$512**	$466**	$421**
Lease for 30 Months	$485**	$447**	$410**

1995 LeSabre
Lease for Less!

	$1000 Down	$2000 Down	$3000 Down
Lease for 24 Months	$411**	$366**	$320**
Lease for 30 Months	$387**	$349**	$312**

Attention Buick Owners: Save an additional $300 Customer Loyalty Incentive!

Spectacular DEMO CLEARANCE

Special Introductory 1995 SKYLARK 4 DOOR	'94 REGAL CUSTOM SEDAN	'94 REGAL LIMITED SEDAN	'95 LeSABRE CUSTOM	'94 PARK AVENUE
V6, automatic, power windows & locks, AIR LIKE NEW, Stock #7095	Keyless entry, 3800 V6, Cassette, concert sound, full power, dual comfort air. Stock #9047 DEMO	3800, V6, 6 way power driver's seat, dual comfort air, leather heavy option package. Stock #9040 DEMO	Door edge guards, power 6 way driver's seat, keyless entry, rear defogger, dual electric mirrors, 3800 V6, 15" aluminum wheels, much more! Stock #5015 DEMO	Fully loaded including power roof, heated mirrors, door edge guards, electric passenger recline seat, keyless entry. Stock #9022DEMO
MSRP $15,200 NOW $13,995*	was $21,056 Sale Price $16,386* GM OPT II SAVE $1023	was $22,012 Sale Price $17,244* GM OPT. II SAVE $1074	was $24,447 Sale Price $21,982* GM OPT II SAVE $1193	was $31,464 Sale Price $24,775* GM OPT II SAVE $1474

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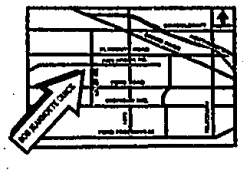
"Save Alot with Bob Jeannotte"

200 W. Ann Arbor Rd.
Corner Lilley, Plymouth
Hours: Mon. & Thurs. 9-9
Tues., Wed. & Fri. 9-6
(313) 453-4411



*Plus tax, plates & destination charges. All rebates assigned to dealer. **Payments based on 24 or 30 month leases. Security deposit, 1st payment & acquisition fee due at delivery. Subject to 6% use tax. 15,000 miles per year. 10¢ per mile over limit. Lessee responsible for excess wear & tear. To get total amount multiply payment x term. Option to buy at lease end determined at inception. Closed end lease with approved credit.